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5 May 1958

MEMORANDUM FOR: Chief, Geography Division
Chief, Cartography Division
Chief, Map Library Division

SUBJECT: OER Budget Submittal, FY 1959 and FY 1960

1. Information on your division for use in the FY '59 and FY '60 budget submittal will be due in O/Ch/G by COB 12 May 1958. Reference copies of the narrative portion as approved last year and St/A's current call are attached for your use. Last year's Object Class figures and justifications were forwarded to you previously.

2. There may be a delay in the due date for the narrative portion of the submittal. For this reason, it is suggested that you compile and submit this information last.

3. Please provide separate object class estimates for FY '59 and FY '60 -- i.e., provide information on all object classes for FY '59, followed by the same (in another memo, if convenient) for FY '60. Under 02, treat foreign and domestic travel separately.

4. Narrative material should be brief, but should provide full coverage of current accomplishments and future (FY '59 and FY '60) plans. There is no necessity to retain, or be limited to, topics covered last year.

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[redacted]
Chief, Geographic Research

Enclosures: 3

1. Call for Estimates, FY 1960.
2. Memo to Ch/G from Chief, St/A, 1 May 1958.
3. OER Narrative Justification Statement, FY 1959.

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